



ASSISTANT DIRECTOR FOR THE CONTRACT COMPLIANCE AND AUDIT UNIT

The New Jersey Department of the Treasury, Division of Purchase & Property, seeks an ***Assistant Director for the Contract Compliance and Audit Unit (CCAU)***. Under the direction of the Director, the Assistant Director will oversee, plan, organize and direct the work operations of CCAU including the administration of the statutory Waiver of Advertising Contracts, management of the audit unit, contract administration unit, statutory formal complaint process, affirmative action/equal employment opportunity program compliance monitoring and certification, and the State's debarment list. In addition, the Assistant Director will assist in policy development, recommendation and implementation; participate in organizational planning and development and in exercising executive control over the procurement of goods and/or services; and participate in the review and coordination of proposed legislation affecting assigned program areas.

REQUIREMENTS:

Education: Graduation from an accredited college or university with a Bachelor's degree majoring in Finance or Accounting. A Graduate degree or CPA license is preferred.

Experience: A minimum of four years of managerial experience involving procurement, finance, law, or accounting for a governmental, not-for-profit, or for-profit organization.

In addition to the required education and experience, the ideal candidate will have excellent writing skills, solid customer service skills, a strong work ethic with the ability to manage a diverse workforce with a diverse workload, and the ability to effectively communicate with a variety of agency officials and vendor representatives. Candidates **will be** required to provide samples of their writing as part of the application process.

Salary is commensurate with education and work experience. A comprehensive benefits package is offered as well.

In accordance with the *New Jersey First Act, P.L. 2011, c.70*, new public employees are required to obtain New Jersey residency within one (1) year of employment.

If you are qualified and interested in this position, please send your cover letter, resume, writing sample, and application for employment, **via e-mail only, no later than March 13, 2015** to:

NJ Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please use "CONTRACT COMPLIANCE" in Subject Line)

Your application for employment *must* be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application. To obtain an application for employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>

New Jersey is an Equal Opportunity Employer